Program Evaluation Guide   Section: Classification and Salary Administration

Division/Institution:

Evaluator:

Evaluation Dates:

Protocol

Check Yes or No, if applicable

- Entrance discussion with Human Resources Manager and Classification and Compensation Analyst, if applicable
- ___Yes___No
- Exit discussion with Human Resources Manager and Classification and Compensation Analyst, if applicable
- ___Yes___No

Ratings

Affirm proficiency or need for improvements with appropriate statements of fact. When applicable, yes and no responses are acceptable. Keep comments concise and specific as possible if an explanation is required, especially comments regarding "Needs Improvement".

Policy Review

- Current policies and dissemination
  (In-range, overtime/comp time, DHHS directives, DHHS and OSP policies)

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Salary plans
  (126 and 115C; and where it is appropriate, Special Pay Plans)

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Salary reserve and lapsed salary internal policies

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Class specifications

  ☐ *Proficient*

  ☐ *Needs Improvement*

Policy Review

- PMIS manual

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Salary administration manual

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Pay schedule

  ☐ *Proficient*

  ☐ *Needs Improvement*

- State applications

  ☐ *Proficient*

  ☐ *Needs Improvement*

- FLSA

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Personal Services Contracts -- Employee/Employer information

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Delegation agreement

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Agency check manual/requests

  ☐ *Proficient*

  ☐ *Needs Improvement*

Policy Review

- SER inventory

☐ *Proficient*

☐ *Needs Improvement*

Technical Review

- Organizational charts

☐ *Proficient*

☐ *Needs Improvement*

- Policy exceptions

☐ *Proficient*

☐ *Needs Improvement*

- Federally-mandated postings

☐ *Proficient*

☐ *Needs Improvement*

- Dual employment agreements

☐ *Proficient*

☐ *Needs Improvement*

- SER files and documentation

☐ *Proficient*

☐ *Needs Improvement*

- Salary exceptions and documentation

☐ *Proficient*

☐ *Needs Improvement*

Technical Review

- Salary decisions and documentation

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Temporary employment pools (e.g., Nurses, Health Care Technicians, etc.)

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Internal controls for probationary, trainee progressions, salary/classification flags, etc.

  ☐ *Proficient*

  ☐ *Needs Improvement*

- In-range plans and documentation

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Secondary Employment

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Position analysis documentation

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Number of classification actions and studies

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Length of time for position classification

  ☐ *Proficient*

  ☐ *Needs Improvement*

Technical Review

- Letters, communications, requests, or actions

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Position flags

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Position control logs

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Classification decisions based on level of delegation

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Position files

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Job specifications, T-grades, OSP/DHHS letters on T&E's

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Internal study reports

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Benchmarks

  ☐ *Proficient*

  ☐ *Needs Improvement*

Technical Review

- ▪ PMIS cradle-to-grave review *(118 to applicant selection)*

☐ *Proficient*

☐ *Needs Improvement*

PMIS Cradle-to-grave review (118 to applicant selection)

[To be added]

Administrative Review

- • Job descriptions

☐ *Proficient*

☐ *Needs Improvement*

- • Work plan/development plan

☐ *Proficient*

☐ *Needs Improvement*

- • Written goals and objectives

☐ *Proficient*

☐ *Needs Improvement*

- • Training attended/conducted

☐ *Proficient*

☐ *Needs Improvement*

Summary of Findings

Employee Mentoring (*Outline areas where improvement is needed.*)